



**USAID**  
FROM THE AMERICAN PEOPLE

VA-669-22-00004

## **I. GENERAL INFORMATION**

**1. SOLICITATION NO:** VA-669-22-00004

**2. ISSUANCE DATE:** February 07, 2022

**3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** February 18, 2022, 11:59 pm Local Time, Monrovia, Liberia

**4. POINT OF CONTACT:** Executive Officer, email at LiberiaHR@usaid.gov

**5. POSITION TITLE:** Project Management Specialist DRG Advisor

**6. MARKET VALUE:** USD \$35,104 – \$56,160 [USD] **FSN-10**

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID Final compensation will be negotiated within the listed market value. Note that all U.S. Embassy Locally Employed Staff are expected to observe and fulfill all tax obligations imposed by the Government of Liberia and you will be required to provide a Taxpayer Identification Number (TIN) before employment.

**7. PERIOD OF PERFORMANCE:** This contract will be for up to five years depending on programmatic needs, funding availability, and satisfactory performance. This is considered a permanent position and employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply.

**8. PLACE OF PERFORMANCE:** Monrovia, Liberia.

**9. ELIGIBLE OFFERORS:** Individuals who are Liberian citizens or non-Liberian citizens lawfully admitted for permanent residence in Liberia. Current employees serving a probationary period with the mission are not eligible to apply.

**10. SECURITY LEVEL REQUIRED:** Facility and computer access.

**11. STATEMENT OF DUTIES**

### **1. Basic Function of Position**

The individual will provide expertise on and analysis of the Liberian rule of law sector (including issues such as legal framework and reform, judicial reform, citizens' access to justice, legal empowerment of the poor, human rights, transitional justice, etc.). The individual will also undertake research and provide analysis on anti-corruption initiatives in Liberia, as well as reforms and activities related to trafficking in persons. He/she will support the design of programs, facilitate the preparation of procurement actions with the Office of Acquisition and Assistance, liaise with the Program Office in the preparation of the Operational Plan and budget, engage in performance management of USAID-funded activities in the sector, represent USAID in stakeholder discussions on rule of law, and perform a broad range of duties as assigned by the Democracy, Rights and Governance Office Director

### **2. Major Duties and Responsibilities**

The Democracy Rights and Governance Team Leader will manage his/her overall performance. The duties and responsibilities are as follows:

#### **1. Program Management, Technical Oversight:**

**50% of Time**

- Responsible for all technical and administrative aspects of rule of law, anti-corruption, counter-trafficking in persons, as well as other democracy, rights and governance programs as assigned. He/she will have responsibilities, including program design, monitoring, evaluation, and reporting of program activities. Oversees implementation of assigned activities through periodic field visits and reports to DRG Office Director and/or his/her designee and advises on progress and implementation problems.
- Provides guidance to all Mission technical teams on the rule of law sector, anti-corruption, and counter-trafficking in persons interventions and in the achievement of program results as needed. Provides technical guidance to Mission officers, host-country officials and contractors/grantees on program monitoring and performance management requirements; works with partners to analyze and interpret data; provides guidance to implementing partners on activity impact assessments.
- Keeps abreast of problems that affect activity progress and assists partners in revising activities and plans, as necessary, in light of changing circumstances. Is responsible for all trouble shooting with assigned grantees and implementing partners; answers a broad range of implementation questions and handles official communication to and from assigned partners.
- Maintains close liaison with the Liberian Government, other international donors, and civil society organizations supporting rule of law, anti-corruption, and counter-trafficking in persons initiatives in Liberia, and represents USAID in discussions with these stakeholders. Provides advice/guidance to contractors/grantees on USAID regulations regarding overall program management, procurement, financial monitoring, etc. Serves as a resource person to Mission personnel by answering technical questions and providing guidance related to rule of law, anti-corruption, and counter-trafficking in persons interventions.

## 2. Reporting and Analysis

**50% of time**

- The individual will also be responsible for preparing briefing materials and written and oral status reports on the sector in general and with regards to specific USAID-funded programs in general as required and assigned. Prepares technical and program element reports, trip reports, partner status reports, meeting summaries, and analyzes pertinent documents from implementing partners, the Government of Liberia, and other donors.
- Prepares major documentation in support of the budgeting and programming of USAID resources for relevant programs. This will include preparing appropriate sections of the Congressional Budget Justification, the annual Operational Plan, the Performance Monitoring Plan, Portfolio Reviews, and semi-annual activity implementation reports, etc. Prepares and submits to the DG Office Director and other interested parties, reports on the obligation status, accruals and resource requirements of relevant program areas and programs activities. Produces appropriate briefing papers for official visitors (e.g., congressional delegations, senior-level USAID officials). Carries out other duties as requested by the DRG Office Director.
  - **Supervision controls:** Supervision is not anticipated.
  - **Supervisory Relationship:** The incumbent is supervised by the DRG Team Leader and/or her/his designee.

## 12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** A bachelor's degree in law, sociology, human rights, or other relevant social science is required.
2. **Prior Work Experience:** At least five (5) years of experience in rule of law, anti-corruption, or counter trafficking in persons programming. At least three (3) years of experience in project design, management, and evaluation in Liberia, including the design and implementation of rule of law programs.
3. **Work/Residency Permits:** Applicants must have valid work and/or residency permits allowing work in Liberia.
4. **Language Proficiency:** Level IV (fluent) spoken and written English proficiency is required. Excellent English language communication skills, both written and oral, including public speaking skills are essential, as is demonstrated ability to communicate effectively through oral presentations and briefings, written reporting and analysis, and information technology tools.

## III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factor(s) in order to be considered.

## 1. Selection Process

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. As part of the selection process, the most qualified candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities.

## 2. Evaluation Factors

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.

### **FACTOR #1: Experience in rule of law, anti-corruption, or counter trafficking in persons programming.**

In 500 words or less, describe your experience in project management or contract administration for USAID or donor-funded rule of law, anti-corruption, or counter trafficking in persons programming. Experience can include providing input of project design and implementation; work planning; monitoring performance; coordinating with partners to adapt activities and plans in light of changing circumstances; communicating with partners to answer implementation questions; or tracking events and changes in the operating context that might impact implementation or results.

### **FACTOR #2: Relationship Management and Donor Coordination**

In 500 words or less, describe your experience in developing and maintaining contacts with government and/or donor-community counterparts related to rule of law and anti-corruption programming. Experience should include knowledge sharing and coordination of activities.

## 3. Basis of Rating

Applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factor      40 points

Factor #1              20 points

Factor #2              20 points

Interview Performance 60 points

Interview questions will revolve around the candidate's ability to:

- Describe their experience, knowledge, and qualifications related to rule of law, anti-corruption, human rights or counter trafficking in persons programming
- Communicate Effectively

Total Possible Points 100 points

#### **IV. SUBMITTING AN OFFER**

Applications must be submitted electronically by email with the subject line **VA-669-22-00004 – Project Management Specialist DRG Advisor** [LiberiaHR@usaid.gov](mailto:LiberiaHR@usaid.gov)

Applicants may submit an application prior to the closing date and time specified in Section I, item 3 mentioned above unless revised.

Qualified applicants must submit the following documents or their applications will not be considered for this position:

1. A current curriculum vitae (CV) or resume, not to exceed 3 pages.
2. A minimum of three (3) professional references with telephone and email contacts, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
3. A supplemental document with a written response to the Evaluation Factors.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the work experience requirement. There is no exception to these requirements.

Short-listed candidates may be requested to provide educational documents such as transcripts for degrees, diplomas, certificates, and other pertinent documents as needed.

Any attachments provided via email must be compatible with Microsoft Word or PDF and not zipped. Note that attachments to email must not exceed 25 MB. Incomplete applications will not be considered.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.